

**CRANSTON SCHOOL COMMITTEE MEETING
NOVEMBER 14, 2016
WESTERN HILLS MIDDLE SCHOOL
400 PHENIX AVENUE, CRANSTON, RI 02920
EXECUTIVE SESSION –6:00 P.M.
IMMEDIATELY FOLLOWING - PUBLIC SESSION**

AGENDA

1. Call to order- 6:00 p.m. Convene to Executive Session pursuant to RI State Laws -
2. PL 42-46-5(a)(1) Personnel:
3. PL 42-46-5(a)(2) Collective Bargaining/Litigation:
 - a. Custodians
 - b. Teachers
 - c. Teacher Assistants
 - d. Bus Aides
 - e. Technical Assistants
4. PL 42-46-5(3)
 - a. District Safety Plan
5. Adjourn Executive Session
6. Call to Order - Public Session
7. Roll Call – Quorum
8. Executive Session Minutes Sealed – November 14, 2016
9. Minutes of Previous Meetings Approved – October 17, 2016 (Regular Meeting) and November 9, 2016 (Work Session)
10. Public Acknowledgements/Communications
11. Chairperson’s Communications
12. Superintendent’s Communications
13. School Committee Member Communications
14. Public Hearing
 - a. Students (Agenda/Non-Agenda Matters)
 - b. Members of the Public (Agenda Matters Only)
15. Consent Calendar/Consent Agenda
16. Action Calendar/Action Agenda

RESOLUTIONS

PERSONNEL

Resolution No. 16-11-04 RESOLVED, that the Amendment to the Collective Bargaining Agreement between the Cranston School Committee and the National Association of Government Employees (NAGE) Local 153, Custodians with a term from 7/1/2014-6/30/2017 be accepted subject to ratification by the Cranston City Council. **(Fiscal Analysis Attached)**.

Resolution No. 16-11-05 RESOLVED, that at the recommendation of the Superintendent the following certified personnel be appointed for the 2016-2017 school year:

Jason Petrella, Step 2
Education...Bridgewater State, BA
Experience...Providence School Department
Certification....Secondary English
Assignment... CACTC 1.0 FTE
Effective date...October 24, 2016
Authorization...New
Fiscal Note... 51974127\51974118 51110

Maegan Theroux, Step 12 + Masters
Education...URI, BS, MSN
Experience...Rhode Island Hospital
Certification....Nurse-Teacher PK-12
Assignment...Itinerant .5 FTE
Effective date...November 14, 2016
Authorization...New
Fiscal Note... 12217120 51110

Resolution No. 16-11-06 RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Audrey Kampper, Teacher
Cranston East
Effective Date....June 30, 2017

Albert Wooten, Teacher
NEL\CPS Career Academy
Effective Date...February 6, 2017

Resolution No. 16-11-07 RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Thomas Fratini, Secondary Italian\Spanish
Jessica Quenga, Elementary 1-6

Resolution No. 16-11-08 RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following certified personnel be accepted:

Sharon Gilstein, Teacher
Barrows
Effective...June 30, 2017

Resolution No. 16-11-09 RESOLVED, that at the recommendation of the Superintendent, the following individual(s) be appointed as an athletic coach:

Ricondo Cole, Head Coach Wrestling
Cranston West

Class-B
Step-2
Playing Competition-High School & College
Experience-Hope High School
Certification-RI Coaches Certification; CPR\AED\First Aid

Jonathan Murray, Assistant Coach Wrestling
Cranston West
Class-D
Step-2
Playing Competition-High School & College
Experience-None
Certification-RI Coaches Certification; CPR\AED\First Aid

Michael Atkin, Head Coach Boys' Basketball
Hope Highlands
Class-E
Step-2
Playing Competition-High School
Experience-Coventry Recreation
Certification-RI Coaches Certification; CPR\AED\First Aid

P.J. Thibodeau, Head Coach Girls' Basketball
Hope Highlands
Class-E
Step-2
Playing Competition-High School
Experience-Cranston Youth Basketball Association
Certification-RI Coaches Certification; CPR\AED\First Aid

Robert DeCosta, Head Coach Girls' Basketball
Western Hills
Class-E
Step-2
Playing Competition-High School
Experience-Bain Baseball Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Christopher Lussier, Assistant Coach Boys' Hockey
Cranston West
Class-C
Step-3
Playing Competition-High School & College
Experience-Hockey Coach-Narragansett School Department
Certification-RI Coaches Certification; CPR\AED\First Aid

Paul Bucci, Head Coach Girls' Indoor Track
Cranston West
Class-b
Step-2
Playing Competition-High School

Experience-CHSW Boys' Cross Country
Certification-RI Coaches Certification; CPR\AED\First Aid

Rebecca DelNigro, Assistant Coach Girls' Indoor Track
Cranston West
Class-D
Step-3
Playing Competition-High School
Experience-Providence Middle School Track Club
Certification-RI Coaches Certification; CPR\AED\First Aid

Matthew Jolivet, Head Coach Boys' Basketball
Bain
Class-E
Step-3
Playing Competition-High School
Experience-Bain Girls' Head Basketball Coach
Certification-RI Coaches Certification; CPR\AED\First Aid

Richard Pendola, Assistant Coach Boys' Basketball
Cranston East
Class-D
Step-3
Playing Competition-High School
Experience-Coventry Freshman Basketball
Certification-RI Coaches Certification; CPR\AED\First Aid

Resolution No. 16-11-10 RESOLVED, that at the recommendation of the Superintendent, the following individual(s) be reappointed as an athletic coach:

Cranston High School East

Robert Bouchard- Head Co-ed Swim Coach
Mark Pechak, Assistant Co-ed Swim Coach
Robert LaBanca- Head Girls' Indoor Track Coach
Carl Bishop, Head Boys' Indoor Track Coach
Lloyd Bochner-Head Girls' Basketball Coach
Michelle Dunphy-Assistant Girls' Basketball Coach
Glen Castiglia-Head Wrestling Coach
Nicholas Antoniou, Assistant Wrestling Coach

Cranston High School West

John Macera- Head Boys' Basketball Coach
Russell Ferri- Head Girls' Basketball Coach
Brianna Thomas-Assistant Girls' Basketball Coach
Paul Bessette- Head Girls' Hockey Coach
Matthew Davis-Assistant Girls' Hockey Coach
Steven Stoehr-Head Boys' Indoor Track Coach
Frank Notarianni-Assistant Boys' Indoor Track Coach

Western Hills

Joseph Splendorio-Head Coach Boys' Basketball

Daniel Burns-Head Coach Wrestling

Park View

Christopher Burke-Head Coach Boys' Basketball

Peter Guyon-Head Coach Girls' Basketball

Resolution No. 16-11-11 RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coach (es) be accepted:

Mark Dengel, Head Coach Girls' Softball

Park View

Effective date...October 31, 2016

Resolution No. 16-11-12 RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Antonio Manzi, Bus Monitor

Transportation

Effective Date...October 24, 2016

Replacement

Fiscal Note...12645090 51110

Sylvie Skelly, Teacher Assistant

Bain Middle School

Effective date...October 31, 2016

Replacement

Fiscal Note... 11546010 51110

Lois Scrivani, Bus Monitor

Transportation

Effective date...November 2, 2016

Replacement

Fiscal Note... 12645090 51110

Mario Silva, II, Custodian

Barrows

Effective Date...November 14, 2016

Replacement

Fiscal Note... 11247050 51110

Kelsey Lynch, Behavior Technician

Stone Hill

Effective Date...November 28, 2016

New

Fiscal Note... 12746110 51110

Robert Middleton, Bus Monitor

Transportation

Effective Date...November 14, 2016

Replacement

Fiscal Note...12645090 51110

Celeste Olivo, Bus Monitor
Transportation
Effective date...November 14, 2016
Replacement
Fiscal Note... 12645090 51110

Resolution No. 16-11-13 RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Anna Accetturo, Secretary
Human Resources
Effective Date...October 31, 2016

Cheryl Celeste, Teacher Assistant
Garden City
Effective Date...January 20, 2017

Resolution No. 16-11-14 RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Dione Hernanadez, Secretary
Chris Yattaw, Custodian
Christopher Gray, Custodian
Dennis Savoie, Bus Driver
Ruth Cole, Teacher Assistant

Resolution No. 16-11-15 RESOLVED, that at the recommendation of the Superintendent, the following non-certified staff member be granted a leave of absence without compensation as provided in Article X, Section C of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Terry Phelps, Teacher Assistant
Cranston West
Effective Date...October 20, 2016 to January 3, 2017

Resolution No. 16-11-16 RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Elizabeth Bernard, Bus Monitor
Transportation
Effective Date...October 21, 2016

Juana Urena, Bus Monitor
Transportation
Effective Date...October 28, 2016

Resolution No. 16-11-17 RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as volunteer coaches:

Cranston High School West

BUSINESS

Resolution No. 16-11-18 RESOLVED, that the two year (2017-2019) Capital Project Plan, as recommended by the Superintendent, be approved **(See Attached)**

Resolution No. 16-11-19 RESOLVED, approval of the revised 2016 – 2017 budget as recommended by the Superintendent.

Resolution No. 16-11-20 RESOLVED, that the memorandum of agreement between the YMCA and Cranston Public Schools for after school programs to be conducted at the following school sites, Dutemple School, Eden Park School, and George Peters School be approved.

Resolution No. 16-11-21 RESOLVED, that the following purchases be approved:

Reconditioning of Football Equipment to be awarded as follows:

Helmet	\$21.85	Stadium System, Inc.
Shoulder Pad	\$8.10	Stadium System, Inc.
Rib Pad	\$1.95	Stadium System, Inc.
Game Jersey	\$1.45	Stadium System, Inc.
Game Pant	\$1.70	Stadium System, Inc.

Number of Bids Issued	2
Number of Bids Received	2

POLICY and PROGRAM

Resolution No. 16-11-22 RESOLVED, that at the recommendation of the School Committee, the following polices from the 6000 series be amended: **(Second Reading) (See attached policies)**

6153	Field Trips Policy	Amend
6153.1	Field Trip Procedures	Amend

Resolution No. 16-11-23 RESOLVED, that at the recommendation of the School Committee, the following polices from the 3000 series be amended and/or deleted: **(Second Reading) (See attached policies):**

3000	Business and Non-Instructional Operations	No Change
3100	Budget	No Change
3110	Planning	No Change
3111	Cranston Special Function Programs	No Change
3120	Preparation of Budget Documentation	Amend
3130	Publication of Budget Document/Public Review	No Change
3140	Public Review of Budget	No Change

3170	Budget as Spending Plan	Amend
3171	Expenditure of School Funds	No Change
3172	Financial Impact Analysis/Collective Bargaining Agreements	No Change
3220	State Funds	No Change
3230	Federal Funds	Amend
3240	Tuition Fees	No Change
3240.1	Tuition Rates – Vocational School	Amend
3250	Material Fees	Delete
3260	Sales of Books, Supplies, Equipment, Services & Obsolete Equipment	No Change
3270	Sales and Rentals of Property	Delete
3280	Gifts, Grants and Bequests	No Change
3280.1	Cranston Public Schools District Uniform Grant, Gifts and Donation Acceptance & Expenditure Policy	Amend
3300	Expenditures	No Change
3312	Quantity Purchasing, Standardization of Supplies & Equipment	No Change
3313	Relations with Vendors	No Change
3313.1	Local Purchasing	No Change
3313.2	Vendors' Representatives	No Change
3313.3	Performance Guarantees	No Change
3322	Describing Goods & Services (specifications)	No Change
3323	Soliciting Prices (Bids and Quotations)	Amend
3410	System Accounts	No Change
3430	Periodic Financial Reports	Amend
3434	Periodic Audit	No Change
3440	Inventories	No Change
3450	Monies in School Buildings	Amend
3500	Non-Instructional Operations	No Change
3510	Operation and Maintenance of Plant	Amend
3516	Safety	No Change
3517	Security of Buildings and Groups	No Change
3518	Integrated Pest Management	Amend

3519	Energy Management Conservation	Amend
3520	Record Storage	Amend
3532	Insurance	No Change
3533	Employee Bonds	Amend
3541	Transportation	No Change

Resolution No. 16-11-24 RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration be authorized:

Field Trip of Long Duration for Cranston High School Students to attend the DECA International Career Development in Anaheim, California. The supervising teachers will be Richard Abruzzini, Janis McGuirl, as well as parent, Sheryl Perretta. There will be twenty-seven students along with three chaperones that will be traveling to Anaheim, California on April 25, 2017 and returning on May 1, 2017. Travel Wise Trips is the travel agency making the arrangements at a cost of \$1,276.00 for students and \$2,208.00 for adults. Students and chaperones will be responsible for the cost of the trip. The students will be given ample opportunity to raise monies for the trip through a variety of fund raising activities. The tour company offers on-line payment options.

17. Public Hearing on Non-Agenda Items

18. Announcement of Future Meeting(s) – December 14, 2016 and December 19, 2016

19. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.

Interested persons and the public at large, upon advance notice, will be given a fair opportunity to be heard at said meeting on the items proposed on the agenda.

Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in advance of hearing date.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 845 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted:

CRANSTON PUBLIC SCHOOLS					
FISCAL IMPACT STATEMENT (ORIGINAL)					
CUSTODIANS					
2014 - 2017					
					Total Annual
					Change Thru
CATEGORY	2014-2015	2015-2016	2016-2017		FYE 2017
Raise	N/A (A)	102,097	TBD		102,097
Pension	N/A	11,343	N/A		11,343
Fica	N/A	6,330	N/A		6,330
Medicare	N/A	1,480	N/A		1,480
Original Fiscal Impact	133,381	28,018	25,817		187,216
Total Annual Impact Thru 2017	<u>133,381</u>	<u>149,268</u>	<u>25,817</u>		<u>308,466</u>
Total Cumulative Impact Thru 2017	<u>133,381</u>	<u>282,649</u>	<u>308,466</u>		<u>724,496</u>
The above excludes the cost of a raise, if awarded, in FYE 2017.					
FOOTNOTES					
(A) - RAISE					
2015-2016 = 4% (reg. custodians)					
2015-2016 = 5% (grounds crew)					
TBD - To Be Determined					

Cranston Public Schools

2017 Project Estimates

Priority	Project Name/Scope Description	Building Square Footage	RIDE Assessment Estimate	Project Estimate! Const. Cost
1	George J. Peters Elem. School			
	Fire Code Repairs - FIRE ALARM & SPRINKLER	35,328	\$107,950.00	\$787,057.06
2	Western Hills Middle School			
	Fire Code Repairs - FIRE ALARM ONLY	129,245	\$439,075.00	\$883,441.19
3	Eden Park Elem. School			
	Option 1: Fire Code Repairs- FIRE ALARM ONLY	34,289	\$162,500.00	\$340,632.62
	Option 2: Fire Code Repairs - FIRE ALARM & SPRINKLER	34,289	\$162,500.00	\$635,956.83
4	Stadium Elem. School			
	Option 1: Fire Code Repairs - FIRE ALARM ONLY	34,412	\$94,298.00	\$403,862.40
	Option 2: Fire Code Repairs - FIRE ALARM & SPRINKLER	34,412	\$94,298.00	\$695,096.24
5	Garden City Elem. School			
	Fire Code Repairs - FIRE ALARM & SPRINKLER	33,186	\$103,025.00	\$539,708.75
6	William DuTemple Elem. School			
	Fire Code Repairs - FIRE ALARM ONLY	34,215	\$311,150.00	\$366,922.86
7	Chester Barrows Elem. School			
	Fire Code Repairs - FIRE ALARM ONLY	27,064	\$177,320.00	\$244,902.47
8	Daniel D Waterman Elem. School			
	Fire Code Repairs - FIRE ALARM ONLY	24,125	\$164,783.00	240,128.95
	Total -with Options 1's only		\$1,560,101.00	3,806,656.31
	Total -with Options 2's only		\$1,560,101.00	4,393,214.36

Field Trip Policy

Well-planned field trips that are coordinated with the curriculum and give concrete meaning to a specific learning project can be a vital part of the learning process at levels of schools. As such, they shall be conducted in the Cranston Public Schools as follows:

Non-Curriculum Field Trips

1. Non-curriculum field trips shall not be allowed without the expressed approval of the superintendent or his/her designee. "Non-curriculum" is defined as that which is unrelated to an academic subject for which course credit is given and a grade received.

Curriculum Based Field Trips

1. Criteria for field trips determination for a curriculum based field trip is based on the following:
 - The field experience is the best means by which the objective of the instructional program can be met.
 - The instructional activity would be affected to some degree if this trip were postponed or cancelled.
 - The resource cannot come to the school or central area location.
 - Other media cannot be used as a substitute for the field experience.
 - The objectives of the lesson or work will be enhanced considerably by this field trip.
 - This trip does not cut deeply into the time of other instructional areas.
 - Consideration for all emergencies has been made.
 - All requests for field trip approval must be submitted to the assistant superintendent 10 school days prior to the date of the trip.
2. Field Trip Planning - The following planning will be required for all curriculum based field trips:
 - Adequate instructional preparations for the trip have been made.
 - Follow-up activities have been planned.
 - Necessary safety precautions as to permission slips, adult/pupil ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the principal or his/her designee.
 - This is not an experience that might be better left to a family type activity – examples: trip to a park, a movie for general information, etc.
 - Students have been properly instructed as to the code of conduct expected.
3. Transportation - Using School Vehicles
 - A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.
 - **Form OA-47** "Requisitions for Special Bus" will be utilized for all field trips.
 - Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.
 - All requests will be submitted to the assistant superintendent's office.

TranUsing Commercial Carriers – Using School Funds (partial payment)

- A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.
- **Form OA-47** “Requisition for Special Bus” will be utilized for all field trips.
- Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.
- All requests must be submitted to the assistant superintendent’s office.
- A portion of the school’s cost may be approved for payment with school funds with the balance made up by the individual school and/or participating students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.
- With the request for the field trip cost an estimate must be submitted.
- The amount of the school field trip fund allocated to hire the commercial carrier, if any, will be forwarded to the principal of the school who will be responsible to pay the commercial carrier.
- When using a commercial carrier arrangements must be made through the transportation office.

Use of Vehicles and Funds Other Than Those of the School Department General Consideration Covering All Trips

- No student should be denied the privilege of any trip because of his/her inability to pay the established charge.
- Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.
- Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.
- A first-aid kit with basic medical supplies should be carried on all field trips.

Field Trips of Short Duration

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day. All field trips of short duration must be planned at least two weeks in advance, longer if possible. The general guidelines outlined in **Field Trips of Long Duration** apply.

Field Trips of Long Duration

Field Trips of long duration shall be considered as any field trip whose total time to and from the destination shall exceed one day. Such field trips may be inter-city, inter-state, or inter-national.

1. General Guidelines

Detailed plan must be submitted in writing to the principal and to the assistant superintendent for approval. Sufficient time will be allowed for submission of the plans

for approval depending upon the extent, location and duration of the planned trip. These plans shall include:

- **Purpose:** A brief statement to include educational and other all-inclusive objectives as well as specific reasons for selecting the activity.
- **Dates:** Whenever possible, trips of long duration should be planned to take place during the school vacation period.
- **Record of Students:** Upon receipt of approval by the principal and the assistant superintendent, and with the filing of a parental permission form, a final list of names, addresses, telephone numbers of all participants, including staff and chaperones, is to be placed on file with the assistant superintendent.
- **Chaperones:** A sufficient number of adults must be provided to insure adequate supervision. A ratio of 1 to 10 must be maintained.
 - a. The member or members of the professional staff specifically the designated content area of the field trip who are involved in the organization, coordination and overall planning and also serve as chaperones may participate without personal cost for the basic field trip as provided by the travel agency and/or transportation source.
 - b. It is understood that these professionals will not receive any remuneration other than regular salary for their involvement. Any additional employees of Cranston Public Schools who volunteer will be required to use their own personal/vacation time for days absent from their scheduled work time.
 - c. It is further understood that students and parents will be informed of this arrangement, and the overall cost of the basic trip will be computed on this basis.
 - d. Sponsors of the trips may not have their own minor child attend the trip.
 - e. Other qualified professionals and parents who volunteer to serve as chaperones may, at the direction of the responsible teacher and principal, share equally in any reductions offered by the travel agency and/or transportation source subject to:
 - Meeting all school requirements for chaperones as related to the specific nature of the field trip.
 - For foreign travel a tentative list of “working chaperones” should be included with the original proposal for the trip, and final choice chaperones must be selected and approved by the assistant superintendent sixty (60) days prior to departure date.
 - Willingness to accept full responsibility for their role under the supervision of the certified teacher involved.
 - Received individual approval of the school principal and the certified teachers responsible for the field trip.
- **Method of Travel:** The method of travel and number of vehicles must be listed; busses, air travel, private car or other. In the event that a travel agent is utilized, three comparable bids must be obtained, and must be identified in the plans submitted.

- **Costs:** All costs including travel and housing, meals and gratuities etc. must be listed and explained, both for students and chaperones.
- **Housing Arrangements:** Identify the hotel or motel or other commercial housing by name, if these facilities are to be used. Include as well, arrangements for meals. If housing is to be accommodated in private homes, so indicate, with arrangements for meals.
- **Plans for Financing:** Large scale solicitation of the community must be avoided. Students must be encouraged to assume costs through individual effort. Booster organizations may assume the role of fundraiser for those students unable to provide their own. Instructional time should never be directed to fundraising.
- **Insurance:** Provisions must be made for whatever insurance coverage is required. The name of the company, the type of coverage, and the costs must be included in the plans.
- **Itinerary:** A detailed schedule of all stops, concerts, sight-seeing, must be included.
- **Medical Arrangements:** Provisions for emergency care in the event of illness or accident must be included. In the event of foreign travel, immunization provisions, physical examinations, etc. must be included.
- **Bonded Treasurer:** A person identified by name, to act as a bonded treasurer in the collection of any monies associated with an extended trip will be included in the submitted plan.
- **Budget Procedure:** The bonded treasurer will forward to the business office a report on budget procedures and periodic reports regarding fundraising activities. A detailed accounting of all expenditures will be submitted at the conclusion of the project.
- **Follow-Up Procedures:** A written evaluation of the project will be submitted to the assistant superintendent at its conclusion.
- **School Committee Approval:** All trips of long duration must be approved by the school committee.
- **Public Funds:** Any trip including Cranston Public Schools' students which expends public funds and is made during school periods or vacation periods must be in compliance with school district policy and meet appropriate school system bidding procedures.
- **Assurances:** All trips, regardless of whether public funds are expended, must meet appropriate school system insurance, safety, and transportation procedures.
- **Reporting:** The assistant superintendent will report all overnight approved activities to the school committee at the next regular monthly meeting.
- **Field Trips of Short Duration:** Field Trips of one day duration, arranged at the local school level or through the transportation office, utilizing City or other local vehicles, will be considered an exception to the bidding requirement, as specified in policy #3322.

- **Substitutes/Coverage:** If substitutes are required for students who are not going on the field trip, the cost must be covered by the trip fees. If internal coverage is applied, there must be no cost to the school district.

International Travel

1. While traveling outside the United States in a foreign country, the assistant superintendent shall be notified of the arrival in the foreign country and any other pertinent information.
2. Requests for permission for travel outside the United States must be submitted to the assistant superintendent for recommendation to the school committee for action. All other protocols under Guidelines for Field Trips of Long Duration will be followed.
3. International travel for any one organization in a given school will be limited to no more than once every three years. In the case of musical groups, only one organization per school in a given year will be allowed to travel abroad in a given year.

Off Campus Course Work

1. It is recognized that certain forms of coursework require individuals and/or small groups of students to explore resources beyond the realm of the school. Such work may be conducted outside of school grounds when approved by the department chairman and the principal and with the written permission of the parents involved.
2. It is understood by all parties that such exploration will be allowed without supervision by school personnel.
3. Any provisions not covered in the above regulations, and in the interests of the health and safety of the students, shall be discussed with the assistant superintendent.

Emergency Monetary Grants for Extra-Curricular Student Travel

1. The Cranston School Committee supports and encourages the participation of officially sanctioned groups in local, regional and national athletic and/or scholastic competition. Such competition is viewed as co-curricular in nature and in keeping with the highest ideals of excellence, the development of self-discipline and the development of the team and school spirit.
2. The Cranston School Committee acknowledges that student groups not ordinarily supported by regularly budgeted funds must assume full responsibility for raising their funds for travel to regional or national competitions. These events bring honor to the individual, the school and the community.

I.D.E.A./Section 504

1. Cranston Public Schools will follow all applicable Federal and State Laws and Regulations regarding children with disabilities; students with disabilities who participate in the general educational program in an instructional area will continue to be included in activities such as field trips. Where appropriate, the IEP Team will address Field Trips.

2. Transportation and/or access concerns for students with disabilities must be communicated by school personnel in a reasonably timely fashion to the transportation director for day field trips.

Non-Public Funds for Field Trips

1. In lieu of formal bid procedures (field trips are not paid out of public funds), three quotes must be obtained for transportation and housing expenses, if applicable.
2. An accounting shall be available for public inspection for all trips involving Cranston Public Schools' students from the supervising principal, director, department head and/or teacher.

Policy Adopted: 12/15/80

Policy Amended: 2/11/10 (Resolution No. 10-02-11)

Policy Amended: 11/14/16 (Resolution No. 16-11-)

CRANSTON PUBLIC SCHOOLS

CRANSTON, RHODE ISLAND

Field Trip Procedures

Any trip including Cranston school students made during school periods or vacation periods must be in compliance with Administrative Regulations for policy **6153a** and meet appropriate school system bidding, insurance, safety and transportation procedures.

Any other pertinent requirements to insure complete compliance with all school committee policies may be added to the administrative regulations.

The superintendent will report all overnight approved activities to the school committee at the next regular monthly meeting.

Procedure

1. Field trip request forms should be sent to the assistant superintendent's office **three weeks** days prior to the trip (per our field trip documents).
2. Buses are available from 9:00 A.M. (pick-up) to 1:50 P.M. (return to school). In some cases we can provide a bus at 8:30 A.M., but you must call transportation first to check availability.
3. Field trips will be accepted throughout Rhode Island, and at the discretion of the director of transportation, outside of the state within the hours listed in number 2.
4. Approximate cost for your trip can be figured by the number of hours of the trip plus one (1) hour for travel time.
5. Due to the cost of fuel there will be a surcharge over the cost of the driver. Outside of city limits there will be a fuel surcharge fee. If the trip involves traveling over the Newport Bridge, the toll fees will be the responsibility of the school.
6. You will receive confirmation of the trip 4-5 days prior to the date of the trip. If you do not receive confirmation within this time, **contact the transportation office immediately.**
7. At least one (1) teacher **must** be on the bus during the trip and is responsible for the behavior of the students. There is **no eating or drinking** allowed on the bus while it is moving. **This applies to everyone.**
8. If you feel a driver was discourteous or their driving made you uncomfortable, please contact the transportation office when you return from the trip.
9. Trips traveling outside the state may be booked with a private contractor. Cost of the trip will be based on the availability of the bus size and field trip request forms should be sent in **at least one (1) month in advance.** Buses will be coach buses. Cost will be determined upon availability.
10. When you receive your bill, please send payment to the transportation office **within ten (10) days after the receipt of the bill.**

11. **If for any reason you are going to cancel a trip, you MUST call this office at least one (1) hour prior to pick-up time or you will be charged a minimum fee.**
12. Capacity of buses is sixty-five (65) persons. Middle and high schools should not exceed 45-50 passengers per bus, including adults, because students will have to sit three (3) to a seat.

Other Considerations

1. Adequate instructional preparations for the trip should have been made.
2. Follow-up activities should be planned.
3. Necessary safety precautions including permission slips, adult/student ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the Transportation Department, principal or his/her designee.
4. Students have been properly instructed as to the code of conduct expected.
5. Programs involving school bus transportation which are an integral part of the program such as computer math, swimming, YMCA, physical education, etc. will be ongoing.

Procedures for Obtaining Transportation

Using School Vehicles

1. A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.
2. Bus Request Form will be utilized for all field trips.
3. Request must be submitted at least two weeks prior to a planned trip.
4. Requests submitted with less than two weeks lead time, may be returned with no action taken.
5. The school or teacher will be notified of action taken on a request at least five days prior to the trip.
6. All requests will be submitted to the office of the assistant superintendent.
7. Approval will be based on revised established criteria for field trips.
8. The entire cost for the use of the school vehicle for the trip will be deducted from the building's field trip allocation.

Using Commercial Carriers - using school funds (partial payment)

1. Same as item 1 above
2. Same as item 2 above
3. Same as item 3 above

4. Same as item 4 above
5. A portion of the school's cost may be approved for payment with school funds with the balance made up by the individual school and/or participating students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.
6. With the request for the field trip, a cost estimate must be submitted.
7. When using a commercial carrier, under this section, the Transportation Department will make arrangements with the carrier.

Use of Vehicles and Funds Other Than Those of the School Department

1. Permission for such trips must be approved by the principal and notification to the assistant superintendent must be made at least **ten days prior** to the trip taking place.
2. Permission must be granted in writing by parent or guardian before each student is allowed to go on any field trip.
3. Cost to students to cover the expense of such trips should be kept as low as possible.
4. Proper adult supervision must be maintained; no less that a 1:10 ratio.
5. Transportation department will be responsible for ensuring that the commercial carrier is safe and adequately insured for such trips.

General Consideration Covering All Trips

1. No student should be denied the privilege of any trip because of his inability to pay the established charge.
2. Permission in writing must be obtained **before** any student will be allowed to participate in a field trip experience.
3. A 1:10 pupil/adult ratio will be maintained on all trips.
4. Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.
5. Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.

Guidelines for Field Trips

Well organized, carefully planned tours and field trips that contribute to the educational growth of the students involved, shall be considered an important adjunct to pupil activity.

Field Trips of Short Duration

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day.

Guidelines

1. Planned at least ~~one~~ two weeks in advance, longer if possible.
2. Approved by the building principal, even if it is a walking trip and it involves leaving the school grounds.
3. A part of the instructional program of the class. All requests must be complete on the approved CPS Field Trip request outlining curriculum connections.
4. Organized under the “buddy system” whenever possible.
5. ~~No child shall be restricted~~ Without financial restriction which might otherwise cause any student from making any trip because of lack of finances.
6. With completed parental permission forms must be signed by the parents and placed on file with the building office for all field trips ~~except~~ including those within walking distance of the school.
7. Staffed with at least 2 Cranston Public School staff persons, including 1 certified teacher.
8. Adult to student ratios will be at least 1/10. Chaperones must ride the bus with students/staff.
9. All chaperones must be from the approved CPS Volunteer List (See Policy 1240.1)
10. Parents/guardians who use their own car to attend a field trip, cannot be considered chaperones.
11. Will include Student Contact Information, First Aid Supplies and medical needs; including a nurse to dispense medication, which must be coordinated by the teacher requesting the trip, with the assistance of the school nurse.
12. Principals must see to it that field trips are equalized within their building.

Policy Amended: 5/18/15

Policy Amended: 11/14/16 (Resolution No. 16-11-

CRANSTON PUBLIC SCHOOLS

) CRANSTON, RHODE ISLAND

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS: 3000 SERIES

Here you will find policies and regulations for the problems of money: getting it (taxation), planning for spending (budget), spending (purchasing), and keeping records (accounting).

In addition, the non-instructional operations of operation and maintenance, of fixed charges like insurance, of transportation, and of food services appear in the latter part of this index.

Business & Non-Instructional Operations 3000

Budget 3100

- a. Planning 3110
- b. Cranston Special Function Programs 3111
- c. Preparation of Budget Document 3120
- d. Publication 3130
- e. Public Review of Budget 3140
- f. Budget as Spending Plan 3170
- g. Expenditure of School Funds 3171
- h. Financial Impact Analysis/Collective Bargaining Agreements 3172

Income

- a. State Funds 3220
- b. Federal Funds 3230
- c. Tuition Fees 3240
- d. Tuition Rates-Vocational School 3240.1
- ~~e. Material Fees 3250~~
- f. Sales & Disposal of Books, Equipment & Supplies 3260
- ~~g. Sales & Rental of Property 3270~~
- h. Gifts, Grants & Bequests 3280
- i. District Uniform Grant, Gifts, & Donation Acceptance & Expenditure 3280.1
 - 1. Fundraising Groups 3280.1
 - 2. Notification Form 3280.1

Expenditures 3300

- a. Quantity Purchasing, Standardization of Supplies & Equipment 3312
- b. Relations with Vendors 3313
 - 1. Local Purchasing 3313.1
 - 2. Vendors' Representatives 3313.2
 - 3. Performance Guarantees 3313.3

Purchasing Procedures

- a. Describing Goods & Services (specifications) 3322
- b. Soliciting Prices (bids & quotations) 3323

Accounts

- a. System of Accounts 3410
- b. Periodic Financial Reports 3430
 - 1. Periodic Audit 3434
- c. Inventories 3440
- d. Monies in School Buildings 3450

Non-Instructional Operations 3500

- a. Operation and Maintenance of Plant 3510

1. Safety	3516
2. Security	3517
3. Integrated Pest Management	3518
4. Steps for Compliance	3518
5. Energy Management Conservation	3519
6. Guidelines-Energy Conservation & Building Management	3519
b. Record Storage	3520.1
c. Insurance	3532
d. Employee Bonds	3533

Auxiliary Agencies

a. Transportation	3541
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Business & Non-Instructional Operations

The school committee recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the committee intends:

1. To encourage advance planning through her best possible budget procedures.
2. To explore all practical sources of dollar income.
3. To guide the expenditure of funds so as to extract the greatest educational returns.
4. To expect top quality accounting and reporting procedures.
5. To maintain the highest level of unit expenditure needed to provide high quality education within the ability of the community to pay.

Budget

A school budget is a complete financial plan for a definite period of time, usually the school year, and is based upon careful estimates of expenditures and probable incomes. The school budget should consist of three parts:

1. **The Educational Plan:** This is based upon the educational policies and program of the school. It serves as the blueprint of the education which the pupils are to receive.
2. **Expenditures for the Educational Plan:** The second part of the budget should show the necessary expenditures to provide the services, materials and other necessities required to realize the educational plan.
3. **Sources and Amount of Revenue:** The budget should show the sources of revenue and the amount anticipated from each source which will be available to finance the required expenditures to realize the educational plan.

Policy Adopted: 3/20/72

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Planning

Prior to the January meeting of the school committee, the superintendent shall have formulated a tentative budget for the following fiscal year. In the preparation of this document the superintendent shall, to the extent feasible, secure reports from personnel most expert in their respective fields of operation with parent and other private groups so as to make the tentative budget, as nearly as possible, an expression of the interests of all concerned.

The school committee shall conduct hearings to evaluate and present its budget to the public prior to submission to the Director of Finance of the City of Cranston.

Legal Reference: General Laws of Rhode Island
16-7-26 School budget submitted to Commissioner of Education

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Cranston Special Function Programs

All special functions such as athletics, cafeteria operations, adult schools, and nursing services shall be supported by a combination of registration fees, material charges, service charges, local taxation, state and federal aid. All charges will be determined by the school committee after consultation with the superintendent of schools.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Preparation of Budget Document

The annual budget of a school district is perhaps the most concise expression of the educational aims of the school district because its budget expresses the services it plans to provide during the period covered by the budget. Because the responsibilities of a school district are continuous over a long period of time, and because its educational aims are mostly attainable in a somewhat distant future, the annual budget preparation should be controlled to the optimum extent by policies that are compatible with the long-range aims of the school department.

The superintendent of schools shall determine the manner in which the annual district budget is to be compiled and issue instructions to the staff. He/she shall also establish a time schedule for the preparation of the budget to be known as the “budget calendar”.

The superintendent shall present the annual budget to the school committee together with his/her recommendations on the needs of the school department considered in the light of the funds available.

Legal Reference: General Laws of Rhode Island
16-2-18 Selection of teachers and superintendent-general control of school-expenses

Policy Adopted: 3/20/72

Policy Amended: 11/14/16 Resolution No. 16-11

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Publication of Budget Document/Public Review

A preliminary budget statement describing the proposed budget for the following school year will be prepared in advance of the annual budget meeting and will be available in limited numbers to newspapers and taxpayers' groups of the school district.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Public Review of Budget

The school committee having tentatively approved the budget, and notice having been published as required, will meet on a date prior to March 15 to conduct a public budget hearing as stated in section 3110. As cited in section 6.04 of the Cranston City Charter, the school committee may request to be publicly heard on its budget proposals. The request is to be made to the mayor and the time is to be set by him.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Budget as Spending Plan

The budget shall be considered as a controlled spending plan for the ensuing year. However, because the budget is an estimated fiscal projector, it should also be flexible and subject to administrative and School Committee ~~board~~ review.

Policy Adopted: 3/20/72

Policy Amended: 11/14/16 Resolution No. 16-11

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Expenditure of School Funds

When a resolution, from any source, comes before the Cranston School Committee and such resolution, by its nature, requires the expenditure of school committee funds beyond the current appropriation level for all approved school committee expenditures, such resolution must be accompanied by a fiscal note, prepared by the administration of the Cranston Public Schools and demonstrating:

1. A clear and concise explanation of need for this expenditure.
2. The dollar cost, both direct and indirect, to be incurred in the current year and the two succeeding years.
3. The in-kind cost to be incurred in the current year and the two succeeding years.
4. The exact current year budget adjustment to be recommended to accommodate the new resolution.

When a resolution of this type comes before the school committee without a fiscal note, it shall be returned to the administration for preparation of an appropriate fiscal note and consideration at a future school committee meeting.

When a resolution comes before the school committee with a statement that no new cost will be incurred, and where more than one member of the committee indicates a need for more information and they present significant arguments to this effect, such resolution shall be returned to the administration for re-consideration and action at a future school committee meeting.

Policy Adopted: 7/15/85

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Financial Impact Analysis/Collective Bargaining Agreements

Whenever a collective bargaining agreement or other employee wage and benefit agreement is proposed, the superintendent shall present a financial impact analysis for each fiscal year of the proposed bargaining agreement prior to consideration and vote for ratification. The impact analysis and terms of the agreement must be made public and placed on the school department's website at least 72 hours prior to a vote for ratification.

Policy Adopted: 6/29/06 (Res. No. 06-6-12)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

State Funds

All state aid (chapter #27) shall be spent in accordance with the expenditure pattern and educational plan outlined in the budget document. Or, in the case of categorical aid, in accordance with the approved program outlined as accepted by the state.

All programs involving categorical aid shall, for the initial year, be approved by direct action of the school committee, but subsequent continuation of an approved program may be at the discretion of the superintendent if it is in substance the same program in terms of its objectives.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Federal Funds

The superintendent, through the director of grant projects, should develop and initiate projects which may be supported by federal funds in whole or in part.

These projects should be in line with sound educational philosophy, practice and conform to the educational plan of the Cranston School Committee.

~~All programs involving federal aid shall, for the initial year, be approved by direct action of the school committee, but subsequent continuation of an approved program may be at the discretion of the superintendent if it is in substance the same program in terms of its objective.~~

Policy Adopted: 3/20/72

Policy Amended: 11/14/16 Resolution No. 16-11

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Tuition Fees

An annual tuition fee shall be established. This fee shall be prorated for that fraction of the school year during which the pupil is a non-resident. All tuition fees must be paid in advance other than those for which another school district has guaranteed payment.

Legal Reference: General Laws of Rhode Island
16-2-19 Children attending in adjoining towns

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Tuition Rates- Vocational School

The established annual tuition rate will be invoiced quarterly ~~semi-annually~~, and is payable upon receipt of invoice. ~~For membership up to and including the first forty five days of each semester, tuition will be charged on a per diem basis. After forty-five days membership, full semester tuition will be charged. (Per Diem is equal to 1/180th of the actual annual tuition.)~~

Policy Adopted: 7/19/76

Policy Amended: 5/20/91

Policy Amended: 11/14/16 Resolution No. 16-11

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Material Fees

~~The superintendent shall be allowed to establish material fees commensurate with incurred costs when services under consideration are part of the school system program and are not to be funded by a budget allocation.~~

~~Legal Reference: — General Laws of Rhode Island
— 16-23-2 Loan of textbooks~~

~~Policy Adopted: 3/20/72~~ ~~CRANSTON PUBLIC SCHOOLS~~
~~CRANSTON, RHODE ISLAND~~

Sales of Books, Supplies, Equipment, Services & Obsolete Equipment

The superintendent may be required to submit to bid any surplus or obsolete equipment and sell to the highest bidder. When no reasonable bids are received, in the judgment of the superintendent, authority is granted to negotiate a reasonable sale or dispose of the item as junk. All sales of school equipment must be with appropriate receipts and signed by the business administrator before removed from school property.

Obsolete textbooks removed from school use may be sold, where possible, or given to the last student to use such textbook before it was removed from school use (Title 16, section 16-32-2). All such revenues shall be turned over to the office of the superintendent of schools and deposited as school department revenues.

Policy Adopted: 3/20/72
Policy Amended: 11/15/82

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Sales and Rentals of Property

~~The school committee shall allow its facilities and property to be rented to any responsible supervised organization upon payment of all necessary fees. In no case shall such rental practice work toward the detriment of the school department's own educational program.~~

~~The superintendent, with the approval of the school committee, shall set all rates.~~

Policy Adopted: 3/20/72

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Gifts, Grants and Bequests

The school committee may accept on behalf of and for the school department any bequest or gift or money or property for a purpose deemed by the school committee to be suitable, and to utilize such money or property so designated.

The superintendent of schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

All gifts shall be given to the school district as a whole, and not to a particular school. At the discretion of the superintendent, the gift may be used in a particular school.

Legal Reference: General Laws of Rhode Island
16-2-15 Location of schools-control of property

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Cranston Public Schools District Uniform Grant, Gifts and Donation Acceptance & Expenditure Policy

Uniform School District Grant, Gift and Donations Act of 2009 (RIGL 16-89-1, et seq.) allows any and all grants, gifts and/or donations from any private individual, public or private business entity, and government or governmental subdivision, including quasi-public agencies to be accepted by any school district, school department or school committee for the express usage pursuant to the terms of the donation and this policy.

Fiduciary Responsibilities

~~Any money received by the municipality that has been designated as a grant, gift or donation towards Cranston Public Schools shall be deposited into a treasury account at the municipality. These funds will then be transferred over by the city's chief financial officer to the Cranston Public Schools. These funds will be placed into separate, restricted, receipts accounts by the Cranston Public Schools Chief Financial Officer.~~

~~These funds shall be held in an interest bearing account, identifiable to the particular grant, gift or donation.~~

Distribution of Funds

As per the Uniform School District Grant, Gift and Donation Acceptance and Expenditure Act, funds shall be distributed upon the request of the school district or school department subject to approval of the school committee. These funds shall only be used in accordance with the express terms and conditions of said grant, gift or donation.

~~Unused funds will be held in the designated account for up to five (5) years. If funds are not used within that time they will be held in an interest bearing account. This account will be a general fund titled by category (i.e. money donated for soccer will be held in an athletic department account).~~

Insufficient Funds

~~If the donated funding for the programs, materials, supplies, services, or facility related needs are not adequate the donated funds shall be held in the designated, interest bearing account until such time as the required funds are fully realized.~~

The Cranston Public School Department, school district or school committee shall not distribute funds from the Cranston Public School budget to supplement any shortage of funds needed to fully fund any programs, materials, supplies, services or facility related needs.

Fundraising Groups

In an attempt to avoid duplication of effort and to allow the district to establish the appropriate designated accounts any group, individual or organization; excluding PTO's, PTA's, organizations that fall under the guidelines and responsibilities of the building principals or current Booster Clubs, shall notify the superintendent and school committee of their intention to seek alternative funding sources for programs, supplies, services, materials, or facility related needs.

In addition, this notice will allow the district to verify that fundraising efforts are in accordance with the regulation and law.

A form shall be available for notification purposes on the Cranston Public Schools website. www.cpsed.net.

Fair Funding

The present financial resources of cities, towns and the State of Rhode Island are stretched to their limit with regard to providing adequate funding for education and educational programs. It is the desire of the Cranston Public School system to remove the budgetary restrictions that may inhibit, prevent or restrict any programs, supplies, materials, services or facility related needs from continuing or from being established.

It is the desire of the Cranston Public Schools Department to allow any program, group, or organization an equal opportunity to generate the necessary funds to originate, establish or sustain any program, supply, service, material or facility related need, The Cranston Public Schools Department recognizes that there are a multitude of resources available to all programs and schools. Therefore, they encourage these schools, groups or organizations to seek alternative funding sources.

Funds designated for specific schools or programs shall be distributed to those named schools or programs.

Funds designated for and held in the general donations account shall be used to allow for the equal distribution of funds, programs, supplies, materials, services or facility related needs.

Policy Adopted: 9/20/10 (Res. No. 10-9-21)

Policy Amended: 11/14/16 Resolution No. 16-11

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Cranston Public Schools Uniform Grants, Gifts and Donation Acceptance and Expenditure Fundraising Notification Form

Organization/Group Name: _____

Individual Fundraiser Name: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

Contact Email Address: _____

Please specify donation designation: (include program, school or any other specific designation information)

Fund amount needed to fully fund program, supplies, services, materials or facility related needs:

Expenditures

It is the policy of the school committee that not only the letter, but the spirit of all laws and regulations relating to purchases by the school system and the control of its finances and property, be abided by strictly and without exception.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

The school committee holds the superintendent of schools directly responsible for carrying out this policy, and toward that end, the superintendent shall detail the procedures for executing this policy in written administrative directives.

Legal Reference: General Laws of Rhode Island, 16-2-25 Distribution of powers in Providence and Cranston

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Quantity Purchasing, Standardization of Supplies & Equipment

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed.
2. Cite existing, commercially available “standard brands” that meet those specifications acceptably as examples.
3. Invite vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

If deemed necessary, a specific product may be purchased by name-preferably it should be available from more than one vendor.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Relations with Vendors

The school committee wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive effort by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Vendors may enter schools with the permission of the building principal.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Local Purchasing

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors:

1. Quality of product.
2. Suitability of product.
3. Price.
4. Conformance to specifications.
5. Convenience of delivery.
6. General reputation of business firms.
7. Past services to school district.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Vendors' Representatives

Vendor relations shall be developed and executed in such manner as will result in the procurement of materials of quality adequate for their intended use and at the lowest possible price.

All transactions shall be in conformity with the "Conflict of Interest" clause of the city charter.

Legal Reference: General Laws of Rhode Island
 16-38-6 Commercial activities prohibited-conduct of teachers
 16-38-7 Interest of school official in sale of textbooks
 16-38-8 Offer to pay school official for sale of equipment
 16-38-9 Liability of school officers for misconduct generally

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Performance Guarantees

In cases when an element of rush exists a bid bond or performance bond or both may be required. Also, if a known reliable vendor is awarded a bid, the requirement for a performance bond may be waived if it is deemed unnecessary by the superintendent or his representative.

In construction projects, successful bidders must carry Workmen's Compensation, Contractor's Public Liability Insurance, Contractor's Public Property Damage, furnish a bid bond, a Performance Bond, and a Labor and National Payment Bond.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Describing Goods & Services (specifications)

Product specifications will be written in a manner that will minimize vendor misinterpretation and yet be in the vernacular of the trade.

Specifications will be sufficiently broad to permit competition while retaining the desired level of quality. In all cases, the dominant factor should be quality.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Soliciting Prices (Bids and Quotations)

Bids appearing on the School Committee Agenda shall include:

1. Number of Bids issued
2. Number of bids received

Any single purchase of \$5,000.00 or more shall be made normally on the basis of sealed bids sent to known suppliers of the materials. Bids should be sent to all vendors placed on the invitational bid list.

Any single purchase of \$4,000.00 or more and less than \$5,000.00 shall be made normally on the basis of three written quotations.

Any single purchase of \$3,000.00 or more and less than \$4,000.00 shall be made normally on the basis of three verbal quotations.

Exceptions to the above practices may be made in the following instances:

1. Purchases of commodities or services, the price of which is fixed by the public authority authorized by law to fix rates on prices.
2. Contracts for certain personal services as allowed by law.
3. Purchases or contracts where competitive bidding is dispensed with, ~~without~~ stated cause, on the recommendation of the Chief Financial Officer and the approval of an executive school sub-committee for purchasing. The members of this committee will be the School Committee Chairperson, the Superintendent of Schools, and the Chief Financial Officer.
4. Where there is only one known supplier (sole source).
5. When Federal Surplus Property is available to Cranston Public Schools, the Chief Financial Officer is authorized to make purchases in excess of \$5,000.00 with the approval of the Superintendent and the executive school sub-committee for purchasing.

Awards shall customarily be made to the lowest responsible bidder meeting the specifications. ~~However, the following facts may be considered and influence an award to other than the lowest bidder:~~

- ~~1. The general reputation and reliability of the bidder.~~
- ~~2. Previous or assured future service to the department.~~
- ~~3. The superior quality of the item in the light of the difference in cost.~~

~~4. Where bids and quotations involve more than one item, the selection may be made in an item by item basis according to the lowest responsible bidder.~~

Furthermore, notwithstanding the above, the School Department Committee reserves the right to reject any and all bids or any part thereof or to accept such part or parts deemed as in the best interests of the Cranston School Department.

Amended: 11/21/94 Resolution No. 94-11-35

Amended: 6/16/08 Resolution No. 08-6-25

Amended: 08/19/15 Resolution No. 15-08-19

Policy Amended: 11/11/16 Resolution No. 16-11-

CRANSTON SCHOOL COMMITTEE

CRANSTON PUBLIC SCHOOLS

System of Accounts

The superintendent, through the school business administrator, shall establish and maintain a system of accounting for all receipts and expenditures. Such system shall be in accordance with the uniform system of reporting prescribed by the commissioner of education and with the classification recommended by the United States Office of Education and outlined in Handbook II, Financial Accounting for Local and State School Systems.

All receipts and expenditures not part of the budgeted operating costs of the department shall be processed through contra-accounts distinct and separate from the regular budget accounts.

Legal Reference: General Laws of Rhode Island
16-1-4 Powers and duties of board (state department of education)

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Periodic Financial Reports

The superintendent shall be responsible for maintaining the books and records of the school department in auditable form. He/[she](#) shall prepare or cause to be prepared all fiscal reports, keep necessary records to control adequately the financial statements of the school department, and prepare financial statements.

Financial statements will be prepared under the direction of the superintendent and submitted to the school committee.

The superintendent shall file all fiscal reports with the county, state or federal agencies, as required.

Legal Reference: General Laws of Rhode Island
16-2-11 General Powers and duties of superintendent

Policy Adopted: 3/20/72

Policy Amended: 11/11/16 Resolution No. 16-11-

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Periodic Audit

The school department accounts shall be audited annually by the state auditors or by an independent public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the school committee has direct or supervisory control.

Legal Reference: General Laws of Rhode Island
 16-1-4 Powers and duties of board (state department of education)

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Inventories

A perpetual inventory of all supplies in the central stockroom must be kept by the office of the school business administrator.

All principals shall be responsible for an annual inventory of textbooks, supplies, library materials, equipment, and other teaching aids which are housed in their school.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Monies in School Buildings

Monies collected by school department employees and by student treasurers shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to our students.

All monies collected shall be receipted and accounted for and directed without delay to the proper location for deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should be so kept. ~~All school banks shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.~~

Policy Adopted: 3/20/72

Policy Amended: 11/11/16 Resolution No. 16-11-

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Non-Instructional Operations

The school committee expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Operation and Maintenance of Plant

This school committee will endeavor to provide schools that are safe from hazards, sanitary, properly equipped, lighted, and ventilated, and aesthetically suited to promoting the goals of the schools.

The principal of each school shall:

1. Be responsible for reporting any problems and deficiencies in the care and maintenance of the buildings and grounds.
- ~~2. Supervise the custodial staff of the school in maintaining an adequate program for such care and maintenance.~~

The operations and maintenance program shall be so administered as to support and enhance the educational program.

A uniform standard for operation and maintenance shall be maintained in the district.

The maintenance program shall be designed to provide optimum efficiency by appropriately balancing ordinary maintenance with preventative maintenance. This program shall be so managed as to maintain the district's investment in the school plant while minimizing emergency repairs and accident hazards.

The Director of Plant Operations ~~A buildings and grounds director~~ shall supervise the entire operation and maintenance staff ~~and be responsible for managing the entire operation and maintenance staff~~ and be responsible for managing the entire operation and maintenance program. He/she shall be under the general supervision of the ~~school business administrator~~ Chief Operating Office (C.O.O)

In reference to Policy #3510, Operation and Maintenance of Plant, the following regulations shall be observed by industrial arts teachers on a daily basis to insure the safety of students and prevent the need for emergency repairs in the future:

Preventative Maintenance by Teacher on a Daily Basis (Auto Lifts):

1. Never raise vehicles until you are sure of having four solid points of contact.
2. Never use lifts that are low on oil.
3. Keep cylinders and adapters clean; do not sweep floor cleaning compound at cylinders, pits or control box areas.
4. Never operate lift if non-rotator safety leg is disconnected or locking device is not functioning properly.
5. Never "overload lift" (capacity is 8,000 lbs. for single post lifts; 11,000 lbs. twin post lifts).
6. Never wedge or lock oil control valves in open position.
7. Never raise lift cylinders with saddle adapters parallel with trench covers (applies only where non-rotating legs are not in use).

8. Never “strike cylinder with tools” (grooves, scratches, and dent will injure cylinder packages).

Preventative Maintenance by Teacher on a Daily Basis (Air Compressor/s):

1. Check oil level; add motor oil if required.
2. Drain water from tank; if automatic type, a manual valve must be installed.
3. Turn off power switch; close air tank valve.
4. When starting, turn on power switch and open air tank valve.

Policy Adopted: 3/20/72

Policy Amended: 11/11/16 Resolution No. 16-11-

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Regulation Adopted: 5/7/79

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Safety

The school committee wishes to make crystal-clear that the safety of pupils and staff is the first responsibility of operation and maintenance personnel, and their supervisors. Indoctrination and orientation sessions, in-service development activities, supervisory review, bulletins and manuals and other communications with such personnel shall stress the paramount importance of safety.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the school district. It is in the best interest of pupils and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper times, security also means, but shall not be limited to the following:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

Policy Adopted: 3/20/72

CRANSTON PUBLIC SCHOOLS

CRANSTON, RHODE ISLAND

Integrated Pest Management

The Cranston Public Schools recognizes the importance ~~the~~ of Integrated Pest Management by taking an environmentally sensitive approach for preventative as well as responsive practices.

Therefore, it is the policy of the Cranston Public Schools to recognize and treat a potential pest problem with the least amount of chemicals and eliminating the source as part of our in-house program as well as treatments by our licensed pest contractor.

Pests

Pests are populations of living organisms- animals, plants, or microorganisms- that can interfere with the use of the school site(s) for human purposes. Strategies for managing pest populations will be influenced by the pest species, habitations, and whether that species poses a threat to people, property, or environment.

Pest Management

Reduce potential human health hazard or to protect against a significant threat to public safety. Prevent loss or damage to school structures and/or property. Prevent pests from spreading into surrounding areas and maintain healthy environmental quality for students, staff and others.

Legal Reference: Rhode Island General Laws
(RI Pesticide Control Act No. 23-25-37 enacted July 1, 2002)

Integrated Pest Management procedures determine when to control pests and whether to use mechanical, physical, cultural, or chemical application, if any.

When it is determined that a pesticide must be used, the least amount of chemical will be chosen. Cost of staffing, chemicals, or methods alone will not be adequate justification for use of chemical control agents.

The application of any pesticide is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), school district policies and procedures, Environmental Protective Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

Education

This written policy is available to staff, students, pest managers, and the public about potential school pest problems and the Integrated Pest Management procedures used to achieve the desired objectives.

Record Keeping

Records of pesticides used shall be maintained in the Material Safety Data Sheets files- a copy of which can be found ~~in school offices and~~ at the Briggs Administration Building, Office of Plant Operations, 845 Park Avenue.

Notification

An annual notice will be available regarding scheduled treatments. School staff and students will be notified of pesticide treatments other than normal exterminating services by a posting of same. Notices will be sent home to parents ~~who wish to be informed~~ of these applications.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for each application during the year, and will be stored in all appropriate secured area not accessible to students or unauthorized personnel. Storage and disposal will be in compliance with the EPA-registered label directions and state regulations.

Steps for Compliance

Six steps for an effective Integrated Pest Control Management program are:

- Eliminate the areas of entry by installing physical or mechanical barriers such as screens and sealants.
- Maintain cleanliness through good sanitation by removal of wastes, and cleaning storage rooms.
- Inspect and identify interior and exterior areas regularly that could contribute to pest entry.

Exterior: Caulk openings and cracks, Repair screens, keep lids on containers, keep vegetation and landscaping away from foundations, maintain grass and landscape properly.

Interior: Allow food and beverages in designated areas only. Remove infestations from plants ~~and routinely check and clean out student lockers.~~

Food Area: Make certain containers have covers. Be certain vents and drains have screens and covers, repair leaks and keep drains clean. Remove waste nightly and keep areas dry and debris free.

Boiler Rooms/Custodial Storage Areas: Clean mops and equipment after use and keep areas organized, clean and dry. No eating or storing cans.

- Monitor areas to detect pest entries and extent of infestation. This is accomplished by using:
 1. Sticky traps for crawling insects (cockroaches and ants).
 2. Glue board for rodents.
 3. Light traps for flying insects.
 4. Pheromone for stored products (pests attracted to stored products).
- Identify the problem; determine the source; consider the causes; determine control procedures.
- Pesticides must be chosen for each application and safety. The chemical should be compatible with the surface, low toxicity, and used in a manner consistent with the labeling.

Policy Adopted: 8/19/02 (Res. No. 02-8-26)

Policy Amended: 11/11/16 Resolution No. 16-11-

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Energy Management Conservation

The implementation of this policy is the joint responsibility of the school committee, administrators, teachers, students, and support personnel, and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media upon request on the goals and progress of the energy conservation program.

The Director of Plant and Operations principal will be accountable for energy management in his/her building with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

- All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer”.
- The school committee will adopt administrative energy guidelines that will be the “rules of the game” in implementing our energy program.

Furthermore, to maintain a safer and healthier learning environment and to complement the energy management program, the district shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

Guidelines-Energy Conservation & Building Management

Responsibilities:

- Every person is expected to be an “energy saver” as well as an “energy consumer”.
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification on the nighttime shutdown.
- The principal is responsible for the total energy usage of his/her building.
- The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Manager provides regular reports to principals indicating performance with regards to energy savings.
- The district is committed to and responsible for maintenance of the learning environment.
- To complement the district’s energy management program, the district shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General:

- Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times. (i.e. between hallways and gym or pool area).
- Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district's building to ensure compliance with district guidelines.
- All exhaust fans should be turned off every day and during unoccupied hours.
- All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment excluded.
- All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10 minutes of inactivity.

Cooling season occupied set points¹: 74°F-78°F
 Unoccupied set point: 85°

Heating season occupied set points¹: 68°F-72°F
 Unoccupied set point: 55°

¹Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

Air Conditioning Equipment:

- Occupied temperature settings shall NOT be set below 74°F.
- During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
- Ensure outside air dampers are closed during unoccupied times.
- Ceiling fans should be operated in all areas that have them.
- For any 24-hour period of time, relative humidity levels shall NOT average greater than 60%.
- Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Air conditioning may be used by exception only or in those schools that are involved in team-cleaning.
- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air-conditioned classrooms or dining areas should be kept closed as much as possible.
- Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of room.

Heating Equipment:

- Occupies temperature settings shall NOT be above 72°F.

- The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60° setting during extreme weather.
- The unoccupied time shall begin when the student leave an area.
- During the spring and fall when there is no threat to freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
- Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- For heat pumps, ensure a 6°F dead-band between heating and cooling modes.

Lighting:

- All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
- All outside lighting shall be off during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water:

- Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- All watering should be done between 5:00 am and 10:00 am.
- When spray irrigating, ensure the water does not directly hit the building.

(After official approval by administration, a copy should be disseminated to all district personnel. Copies should be posted on bulletin boards, teachers' lounges, district newsletters, etc.)

Disclaimer: The district shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.

Policy Adopted: 9/18/06 (Res. No. 06-9-23)

Policy Amended: 11/11/16 Resolution No. 16-11-

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Record Storage

Insofar as funds are available, all valuable records of the Cranston School Department shall be stored. ~~on microfilm to provide permanent and safe storage.~~

Regulations regarding the type of documents and storage time duration are to be developed by the administration.

Policy Adopted: 3/20/72

Amended: 11/11/16 Resolution No. 16-11-

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Insurance

The nature and level of insurance coverage is to be determined by the school committee in conjunction with the superintendent and his staff.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Employee Bonds

All school district employees who handle school department funds shall be covered by insurance. ~~for \$5,000.00 under a blanket fidelity bond.~~

Policy Adopted: 3/20/72

Policy Amended: 11/11/16 Resolution No. 16-11-

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Transportation

Cranston Public Schools will provide transportation in accordance with State Law Title 16-21.1-4. The distance policy will be $\frac{3}{4}$ mile for elementary grades, $1\frac{1}{2}$ miles for middle school and 2 miles for high school students.

Exceptions to this policy may be determined by the superintendent or designee.

Policy Adopted: 3/20/72
Policy Amended: 6/13/16 (Res. No. 16-06-37)

CRANSTON PUBLIC SCHOOL
CRANSTON, RHODE ISLAND